

Colorado C. College

123-456-7890 | email@coloradocollege.edu | linkedin.com/CC | Colorado Springs, CO

November 5, 2024

Julie Oak
Human Resources Manager
The Bergen Gazette

Dear Julie Oak,

I am very interested in pursuing a summer internship at The Bergen Gazette and I am writing to share my qualifications for the role. I heard about the internship from a family friend Ken Ginnis who retired from the Gazette last year. I am excited to contribute to the Gazette's diverse and spirited journalistic team. I am confident that the writing and investigative skills I have acquired over the last three years as well as my hometown knowledge of Bergen will be an asset to your team at the Gazette.

During my time as a staff writer for the Catalyst, Colorado College's weekly student newspaper, I acquired hands-on interviewing and writing skills. I conducted over twenty interviews and wrote articles for our weekly feature "Get to Know CC." As the News Editor at the Catalyst, I have developed practical journalism knowledge. I oversaw writers, pitched new ideas, adhered to strict deadlines, and curated excellent content. Earlier this month, I was named next year's Catalyst Editor-in-Chief, and I am eager to get started in that new capacity. Additionally, my role as the Distribution Manager for Cutler Publications has provided me with the organizational skills to manage the logistical aspects of printing and disseminating the news.

In addition to my practical experiences, my minor in Journalism has taught me the basic tenets of the trade. A position with a respected citywide publication such as the Gazette will allow me to apply what I have learned thus far in the field and in the classroom. My future plans include working for a newspaper for several years before attending graduate school. A summer internship at the Gazette is the perfect opportunity to contribute to a high-level team and continue my journalistic education.

Thank you for your time in considering my application. If I can provide you with any additional information, please contact me. I look forward to talking with you soon.

Sincerely,

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November 5, 2024

Ned Niffersen
Program Director
PHAMALY

Dear Ned Niffersen,

I am writing to express interest in the teaching assistant position at PHAMALY this summer. I first read about PHAMALY in the Denver Post's article about your Beauty and the Beast production. I was impressed by how hard your company works to create a place for disabled people within the fine arts. As a hearing-impaired cellist, your mission resonates personally with me. Like PHAMALY, I believe that the arts can be accessible to everyone; what limits us are the restrictions we place upon ourselves. In addition to my enthusiasm for your company, my significant involvement with music coupled with my experience coaching students make me an ideal intern.

In high school, I had the opportunity to teach beginning cellists within my community preparing me for the teaching aspect of the role. As an instructor, my job was to stir up excitement in the students and help them to understand the accessibility of music while challenging them to grow. Through this one-on-one instruction, I developed strong listening skills and identified individual strengths in my students. At PHAMALY, I will utilize these deep listening and creative thinking skills to work with students to reach their full potential

In addition to my teaching experience, I am an intern in the Career Center at Colorado College. This experience has given me a strong foundation in office and administrative work; taking phone calls, responding to emails, performing data entry, and managing databases have become second nature to me. What has been most rewarding for me has been working directly with our students and alumni to successfully represent themselves to potential employers. This experience has prepared me to support the director of the summer program to run a successful program for participants.

I am thrilled at the prospect of contributing to PHAMALY's work. Please do not hesitate to reach out with any questions. I look forward to hearing from you soon.

Best regards,

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November 5, 2024

Research Department
Rocky Mountain Biological Laboratory

Dear Hiring Manager,

I am writing to apply for the Research Associate position with the Rocky Mountain Biological Laboratory. I recently graduated from Colorado College as a Biology major and spent three of my undergraduate summers working in the field conducting research with expert Biology professors. I have the foundational knowledge, research assistant experience, and data processing training to contribute to the lab's crucial projects.

As a research assistant for the Colorado College Biology Department, I mastered many of the key laboratory skills required for this position. These include gas and liquid chromatography and nuclear magnetic and infrared spectroscopy. These skills and my dedication to the work earned me the chance to return to the same lab the next summer and continue the research. I worked with my professor to collect and catalog a record number of samples, which has moved the study forward on a significantly faster timeline.

My extensive biology background and lab data entry skills are supplemented by knowledge of the biology and ecology of the Rocky Mountain region that I have gained in my time as a student. Colorado College's Block Plan, in which students take one course at a time for three and a half weeks, allows for experiential learning opportunities such as field trips to study the course material first-hand. I hope to bring my knowledge to your lab and continue my own research education by contributing my highest quality of work to your projects.

Thank you very much for your time and consideration. If I can provide you with any additional information, please feel free to contact me. I would be grateful for the opportunity to speak further in an interview. I look forward to hearing from you soon.

Sincerely,

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November 5, 2024

Amazon.com
Summer Internship Program Director

Dear Drew Smith,

Please accept this letter of interest for a position in the Amazon Services Undergraduate Program. Upon graduation from Colorado College, I will be prepared to utilize the academic concepts and business skills I have acquired to contribute to Amazon's first-rate level of customer service. I have also spent three summers working in customer service roles that have increased my experience working with clients. My understanding of the philosophy and needs of the business as well as my previous experience will make me a successful intern.

My liberal arts education has provided me with a strong foundation in my Economics major as well as interdisciplinary studies. Specifically, I have the skills to think critically, read closely, and write well in a fast-paced environment. I have developed these skills while working on Colorado College's demanding Block Plan system, in which students take one class at a time for three and a half weeks. This schedule taught me to break down and solve complex problems by fully immersing myself in multiple projects related to that subject. I am trained to rapidly acclimate to new situations, significantly decreasing the time necessary for me to learn new material. At Amazon, I would be able to learn new systems quickly and adapt to the needs of the summer internship. I would be able to bring my ability to produce an effective product to any assignment I complete.

I am also familiar with customer service best practices through my role at REI as an assistant manager. I train new employees to understand the brand and our practices in working with customers. I believe that this experience has prepared me well to communicate Amazon's company philosophy in the internship program. In my work with new employees, I also collaborate with other managers and store trainers to create a positive onboarding experience. I am very capable of working independently, but I also know how to cultivate effective business relationships and how to value each team member's ideas. These experiences will allow me to contribute quickly and positively to Amazon's work.

Thank you for your time and consideration. Please don't hesitate to reach out if I can provide further information about my skills and qualifications.

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November 5, 2024

Tetra Tech
7222 Commerce Center Dr #150,
Colorado Springs, CO 80919

Dear Hiring Team,

I am submitting my qualifications for the Environmental Stormwater Field Sampling Technician position with Tetra Tech. I have a strong interest in renewable energy, conservation, and solving environmental problems through economic tools and scientific research. As a graduated environmental science major from Colorado College, I have spent much of my academic career collecting data and developing my research skills. If given the opportunity to work for Tetra Tech, I would contribute my skills as an environmental scientist to collect data for the purpose of creating a more sustainable future.

As an environmental science major at Colorado College, I have carried out collection of soil and water samples for multiple courses. I worked to create and sustain an accessible food system in Southeast Colorado Springs. To accomplish this task, I first created a ARC GIS map of areas to construct community gardens within Colorado Springs. To access the viability of these community gardens we examined the soil and water quality levels of the potential areas. For three weeks I drove to 7 lots to collect 20-60 grams of soil and 10 water samples from 3 different bodies of water. After I gathered the samples, I processed them in the lab for elemental concentrations and contaminants. For my job, I collected the water samples to be contained within test tubes, and in the lab, I weighed, cleaned, dried, and inserted a very precise ratio of water within the soil samples to be packaged and prepped for an ICP-MS machine. In my work I was meticulous, detailed, and maintained thorough records of my sample collection process. Due to this lab and fieldwork experience, I feel confident I will be able to perform stormwater sampling in compliance with Colorado Department of Health and Environment (CDPHE) permits in the sampling technician role.

I created and run my own start-up and am incredibly detail oriented and thorough with documentation to make my business a success. I have received over \$30,000 in funding from 5 separate grants and scholarships. This process required me to not only manage a significant budget but also be very tedious with organizing my applications and monitoring the channeling of funds. Additionally, my business is centered around sustainability, and I have conducted research, surveys, interviews, and concept tests to track the environmental impact and movement of thousands of dollars' worth of products. The skills required of me to construct and run this business are highly transferable to this position as I would manage documentation of sampling processes and need to multitask effectively.

Thank you for your time and consideration. I believe that I am a strong candidate for this opportunity due to my education as an Environmental Science major and my experience starting and operating a sustainability-based business. If given the privilege to work for Tetra Tech, it would allow me to advance my career as an environmentalist and contribute to a more sustainable future. I look forward to hearing from you and please feel free to reach out if you have any questions.

Sincerely,

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November 5, 2024

John Doe
BAE Systems, Space and Mission Systems, Inc.
10 Longs Peak Dr,
Broomfield, CO 80021

Dear John Doe,

I am writing to express my interest in the Entry Level Electrical Engineering position at BAE Systems. With a Bachelor of Arts in Physics from Colorado College anticipated May 2025, a summer internship in electrical engineering, and hands-on experience with circuit design and testing, I am eager to bring my skills and enthusiasm to your team.

My academic background has equipped me with strong technical skills, particularly in circuit analysis, CAD design (using tools like Fusion 360 and FlowXpert), and programming in Python. At Colorado College, I designed and created a metal detector from scratch, integrating small circuits and components into a functional system. The college's unique Block Plan, a fast-paced learning model where we complete entire courses in just three and a half weeks, has strengthened my ability to learn quickly and manage tight deadlines.

During my Electrical Engineering Internship at Scientific Applications & Research Associates (SARA), I gained practical experience assembling and testing loop antennas and programming automated systems with precise timing. I collaborated closely with engineers to develop solutions for high voltage testing and prototyping, further refining my skills in problem-solving and team-based projects.

Beyond my technical expertise, I also bring strong project management and leadership skills, which I developed as the founder of the Hoops For Seward project. I led a successful grassroots campaign to renovate a local basketball court, raising \$92,000 and coordinating efforts with local government, contractors, engineers, and volunteers. This experience has sharpened my communication and organizational abilities, making me well-suited to contribute to team-based engineering efforts at BAE Systems.

I am excited to bring my technical knowledge, problem-solving abilities, and teamwork experience to BAE Systems. I would welcome the opportunity to discuss how my skills align with your needs and how I can contribute to your upcoming projects. Thank you for your time and consideration.

Sincerely,

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